

# TJB UMPIRING PROCEDURES

## IMPORTANT INFO

The umpire coordinator and most other board members work full-time, do not expect a reply to your emails immediately.

Beginning with 2018, missed games will be tracked. Anyone missing two (2) consecutive scheduled games, without notifying either the board member on duty or the umpire coordinator 30 minutes prior to game time, will be restricted in game scheduling. Anyone missing four (4) scheduled games, without notifying either the board member on duty or the umpire coordinator 30 minutes prior to game time, will be removed from umpire rolls (i.e. no longer considered for games for 2018).

All umpires with less than 3 years experience are encouraged to review the videos and information at <http://www.littleleagueumpiring101.com/>. New umpires should consider this mandatory.

## BEFORE YOUR SCHEDULED GAME

- If you have not provided an email to which we can send the schedule to please provide one. If you do not want to use a personal email address please get one for this specific purpose, *outlook.com* or *gmail* are good options. The completed schedule can be confusing having a reference to look at helps (the schedule sent out as a PDF).
  - Sometime people's schedules change and revisions will be required (sometime more than one in a week), any changes from the previously released schedule for the same time period will be highlighted in yellow. Please review revisions carefully.
  - If your schedule has changed or we have missed an "unavailability" **DO NOT** respond to the email that sent the schedule. Instead send a new email with the subject line of "*Unavailability Conflict on Schedule #, <date>*". A reply to the schedule distribution stacks up with all responses to the schedule and can become lost/unnoticed, the inclusion of the date confirms the urgency of the need for corrective action.
- About every 10 days to 2 weeks you will be asked for an Unavailability list for a 2-week period. These are dates for which you have a conflict and cannot umpire. If you can work any day reply "no unavailable days during the period". This is what is used to make the schedule. You must respond with your unavailable list by the date given (usually the day I will work on the next schedule). I will then email out a schedule which covers the same period as that for which I asked for your "conflict" dates. The spreadsheet tracks total games assigned and every attempt is made to keep it even as much as possible.
  - This list should be emailed to [umpires@troyjuniorbaseball.com](mailto:umpires@troyjuniorbaseball.com) with the subject line "*Unavailability Period #*". Replies to the request for

unavailabilities pile up and become hard to keep track of as each individual reply comes in.

- When submitting changes to that list, the subject line is "*Revision to Unavailability Period #*".
- If you are playing TJB Minors, Majors or Teener, please include the name of your team and league in the response to the first Unavailability request.

**"UNAVAILABILITY" RESPONSE SCHEDULE**

Due Date		Period		Expected Schedule Release	
		Start	End		
Wed	Apr 11	Apr 21	May 6	Wed or Thurs	Apr 18/19
Mon	Apr 30	May 7	May 20	Thurs	May 3
Mon	May 14	May 21	June 10	Thurs	May 17
Mon	June 4	June 11	June 28	Thurs	June 7

## FOR YOUR SCHEDULED GAME

- Wear your umpire shirt, if you must wear something else wear a similar blue (this should be VERY, VERY rare).
- Arrive 15 minutes prior to game time, your game *can* be reassigned if you arrive less than 8 minutes before game time and you will receive NO pay for that game.
- Sign in when you arrive! this is the back-up for pay.
- Pay sheet must match sign-in or you may not be paid for that game until the following pay period.

Time Before Game Time	
15 - 20 Minutes	Arrive for scheduled Game & Sign in
14 Minutes	Should be here and signed in for your scheduled Game
10 Minutes	Board Member on Duty will <u>begin to look for replacement umpire</u>
8 Minutes	Board Member on Duty will figure you are a no show and give the game to someone else. <i>If you arrive after this time and the game has been given to someone else, you will receive no pay for that game.</i>

- If you cannot make your scheduled game, please contact Umpire Coordinator ASAP upon learning this.
- When filling out the pay sheet you **must** print your entire name. First names will not cut it this year, far too much time was spent figuring out which "Richard" (random name of a co-worker not picking on anyone) worked the game on field #2 Wednesday at 6pm. Remember the date & game scheduled start time on the slip.
- Take one (1) NEW provided and one (1) USED game ball from the bin.
  - Make sure when getting a game ball, it is a hard ball, not a T-ball.
  - Both balls are returned to the bin after each game.
    - **Do not allow coaches to take the game balls. TJB spends in excess of \$2,000/yr on baseballs.**
- Place your signed pay slip in the box after your game partner arrives. If the weather looks threatening, hold on to the slip until the end of the game in case there is rain-out.

- If you work an extra inning game please note duration of that game, you will receive pro-rated extra pay.

**DURING YOUR SCHEDULED GAME**

- Do not be afraid to discuss a call with your umpire team mate.
- Do not be afraid to ask the board member on duty for a rules clarification or interpretation. Out or Safe, Ball or Strike is your call.
- Do not be afraid to ask the board member on duty for help with coaches or fans.
- Home plate is fair territory
- A ball is dead once it hits a player, not the ground.

**AFTER YOUR SCHEDULED GAME**

- As with previous years pay will be roughly on alternating Thursday nights from 6:20pm to 7:30pm. Starting on May 4rd. You be required to sign the form showing you (or your representative (Mom, Dad, brother, etc.)) picked up that money. See above, that is how pay is calculated.
- Because of the pay increase for 2018, if your work a game alone because your partner failed to show you will receive your game rate plus theirs. In the unlikely event you are scheduled to work alone, you will receive twice your game rate plus any applicable bonuses.

**PAY DATE SCHEDULE**

<b>Pay Date</b>		<b>Pay Period</b>	
		<b>Start</b>	<b>End</b>
Wed	May 9	Apr 21	May 6
Wed	May 30	May 7	May 27
Wed	June 13	May 28	June 10
Wed	June 27	June 11	June 24
Wed	July 3**	June 25	End of Season

\*\* Tentative based on last day of season